

The background of the entire page is a close-up, slightly blurred image of the United States flag, showing the stars and stripes in a draped, wavy pattern.

ILLINOIS NATIONAL GUARD

TPP 904-4


**Technicians Training
and Development**

SUPERVISOR'S HANDBOOK

This supersedes Technician Personnel Plan 904 dated 1 October 1996, Chapter 4 Technician Training and Development Part 1.

Users of this publication are invited to send comments and suggested improvements, through command channels, to The Adjutant General of Illinois, ATTN: HRO, 1301 N. MacArthur Blvd, Springfield, Illinois 62702-2399

FOR THE ADJUTANT GENERAL:


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Human Resource Officer

Technician Training And Development

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Individual Development Plan

1-1. In order to maximize training resources and insure positive career development of our technician workforce, supervisors should maintain an Individual Development Plan (IDP) for each subordinate. The IDP should be a part of the supervisor's record and be updated and revised periodically.

a. An IDP is a written schedule or plan designed to meet a particular employee's needs for development. The IDP provides supervisors and employees with a plan for systematic development of knowledge, skills, and abilities through self-development, formal training and developmental work assignments. Activities identified on the IDPs will be used in the development of the organizational training plan as well as helping the development of an individual. This form should be maintained in the Supervisory Work Folder.

b. Preparation of the IDP is the joint responsibility of the supervisor and employee. **The IDP is mandatory for anyone hired below the target grade.** It is also required for an employee requiring a Performance Improvement Plan and should be accomplished in conjunction with the annual performance appraisal process and interview. A copy of the IDP must be sent to HRO within 30 days following the employees selection. IDPs for all other employees are optional but are highly recommended. IDPs for these employees may be completed during the performance appraisal process and interview. These are not required to be sent to the HRO unless costs for certification are expected. Training identified on the IDP must be directed toward the meeting of the identified present or future mission-related needs on a priority basis. The principal purposes for which training should be requested are to provide:

(1) The knowledge and skills needed as a result of changes in mission, policies, programs or procedures generated by reorganization, changing mission, changes in systems or equipment.

(2) The knowledge or skills required to keep abreast of developments in the employee's occupational field, or in a related field. Such developments include application of new technology or advances in the "state of the art".

(3) The knowledge and skills needed as a result of the assignment of new duties and responsibilities.

(4) The knowledge and skills needed to improve or maintain proficiency in the present job. Such training may also include refresher training or training to impart knowledge or skills that are directly related to the employee's job requirements when employee performance is below previously determined performance standards (Performance Improvement Plan (PIP)).

(5) Knowledge or skills needed to meet future staffing needs through planned development programs and agreements. Such training will be in line with future manpower requirements and provided to employees who have demonstrated potential for growth and advancement, and the ability to discharge increased responsibilities. Competitive procedures for selection of participants will be established as required.

(6) The formal training that, together with guided work experience, permits the employee to acquire the knowledge and skills needed to meet the requirements for journeyman and full performance level positions.

(7) Orientation for new employee to the policies, purposes, mission and functions of the Federal Government, Army and Air Force, and the employing activity.

(8) The basic knowledge and skills needed to permit the employee to function in the world of work.

(9) Training in support of individuals who have been hired at below the target grade and require knowledge, skills, and abilities to be promoted to the next higher grade.

c. Instructions for Completion IDP Worksheet (see example on page 10):

Part 1. Blocks 1-6 Personal information, self-explanatory

Part 2. Blocks 7-8 Career Objectives

Block 7 (short term goals) assists the employee in identifying a career objective, which can be attained with reasonable effort within three years of their employment date. Examples may include a different position, additional job responsibilities, additional education, etc.

Block 8 (long term goals) same basic premise as above, but which can be achieved after 3 years of employment.

Part 3. Blocks 9-16 Training Plan

This portion of the form is to be used for identifying the methods of training, types of training, location of the training, potential sources for the training, the length of the training which the employee will be attending, and course title and possible dates of training.

The priority of the training will be based on the following guidelines:

(1). Priority I

(a) Training & Development (T & D) necessary to achieve and maintain tactical, operational, and strategic readiness consistent with guidance from the Office of the Chairman of the Joint Chiefs of Staff in CJCS Guide 3401. Priority I includes T & D that must be accomplished or it will have an adverse impact on the mission or will result in a violation of law. It includes mandatory T & D required by statute, presidential directive, CFR, or NGB; training to ensure that all units are at appropriate level of readiness; training needed for operational support, to include new equipment training and training needed for new programs; and training needed by technicians for acceptable performance.

(b) During a lapse in appropriations, T & D and personnel support thereto are essential where failure to conduct such training immediately is likely to create an imminent threat to life or the national security.

(2) Priority II. All other T & D, mission essential but will not have adverse impact if not accomplished.

(3) Priority III. Non-mission essential and will not have any significant or only minimal effect on mission accomplishments.

Part 4. Comments

This section should be used for posting information which may be pertinent to the development of the employee. It could be items such as any problems that arise during an attempt to secure training for the employee, or what progress the employee has made towards their development, etc.

1-2. Training

Technician training and career development is essential to maintaining mission readiness and accomplishing mission requirements. These areas include self-development, orientation, on-the-job training (OJT), in-house or internal training, Army and Air Force service schools, government or inter-agency training, non-government training, new equipment training (NET), special training courses, management development and personnel management. 5 USC 41 is the statutory basis for training in the Federal sector. In the Illinois National Guard, technician training procedures and requirements are outlined in the TPP 410.

a. The DD Form 1556-1 (Request, Authorization, Agreement, Certification of Training and Reimbursement-Abbreviated). Instructions for completing this form and samples are provided in paragraph 1-4, Requesting Training, page 8.

b. Request for technician training at the Professional Education Center (PEC) must be made on the DD Form 1556-1 or by the supervisor requesting ATRRS application be submitted through employee's supporting unit.

c. ARNG supervisors must encourage military technicians to complete certain military educational requirements. This training is considered an essential element in maintaining proficiency of skills required when performing the duties of the employee's technician position. An individual's promotion potential and overall career development can be greatly enhanced by participation. Military training goals should be included as part of the Individual Development Plan (IDP) maintained for each subordinate.

1-3. Executive, Management and Supervisory Development

Executive, Management and Supervisory Development (EMS) is a system process whereby executives, managers and supervisors achieve management excellence by mastering the competencies that will allow their organization to improve effectiveness and efficiency while responding flexibly to new demands. This development is a positive strategy to increase excellence in government. Perhaps the most significant aspect of EMS to the Illinois National Guard is the need to attain the best possible leadership at every organization level. EMS like any training program requires careful planning. Supervisors and managers should also utilize the Individual Development Plan (IDP) format described in paragraph 1-1 to maximize training resources and insure positive career development.

1-4. Requesting Training

Federal Technicians requesting to attend formal training courses, conferences, or workshops which require the expenditure of funds other than salary pay or compensation or which will qualify an employee for any higher-graded position. Training **MUST** be requested by supervisors and be submitted to HRO for certification that the requested training meets legal and regulatory requirements for the technician prior to any other action being taken to secure the actual training. HRO is responsible for the actual procurement of courses for ARNG technicians.

a If the course has been identified as part of the Army Training Requirements and Resources System (ATRRS) and the supervisor has support of the employee's unit, request for the training may be submitted using the ATRRS application.

b. All other training requests are to be requested using the DD Form 1556-1. Instructions for Completion of DD Form 1556-1, dated March 87, are as follows:

DD Form 1556 Instructions

Section A - Trainee/Applicant Information - Self-explanatory except include military rank and sex in Block 1.

Section B - Training Course Data

Block 17 - Enter course title (and number, if applicable) as specified in ATRRS or the appropriate course catalog (i.e., OPM, GSA, DoD Directive 5010.16, etc.).

Block 18 - Provide justification for this training (i.e., to provide necessary training for nominee to successfully manage personnel records and properly complete forms).

Block 19 'a-c' - Enter the name and complete address, to include phone number, of training source, 'c'-If training site is different from 'b' enter location of training.

Block 20 - Leave blank except for 'f'. Indicate security clearance of applicant: C= Confidential, TS= Top Secret, SI= Special Investigation.

Block 21a-c - Block a-Duty. Determine the total hours by multiplying number of training days times eight. Block b. Only if you are expected to train on non-workdays are you required to fill. Block c is the total of Blocks a & b.

Block 22b - If known, fill in the course catalog number.

Block 23 a-b - Enter the start and completion dates of desired course, if known, otherwise leave blank.

Do Not include travel days in this block.

Section C - Cost Information

Block 24 - Self-explanatory.

Block 25-30 - ANG personnel enter appropriate cost information by following the headings in the applicable boxes. Signature of respective fiscal officer must be entered to certify availability of funds sufficient to satisfy both direct and indirect costs. ARNG personnel will fill in 25a only when applicable.

Block 31 - Leave Blank

Section D - Approval/Concurrence/Certification

Block 32 - Supervisor of applicant/nominee, signature required.

Block 33 a-b - Fill in the Human Resources Office Employee Development Specialist name and phone number.

Block 34 a-b - Fill in the Human Resources Office Human Resources Support Personnel Manager Supervisor's name and phone number.

Block 35-38 - Leave Blank

DD FORM 1556-1

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT
(Abbreviated)
(Example)

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT (Abbreviated)									
A. Agency code and subelement, and submitting office number (xx-xx-xxxx)		B. Standard document number (Org Identifier/FY, Doc. type code/Serial Number)		C. Request Status or Process Code (X one)		D. Amendment No.			
				<input checked="" type="radio"/> (1) Initial <input type="radio"/> (2) Resubmission <input type="radio"/> (3) Correction <input type="radio"/> (4) Cancellation		LEAVE BLANK			
Section A - TRAINEE / APPLICANT INFORMATION									
1. Name (Last, First, Middle Initial)		2. 1st 5 letters of last name		3. Social Security Number		4. Ed. level		5. Continuous Federal Svc	
PUBLIC, JOHN C. E-6 MALE		PUBLI		123-45-6789		18		a. Years 8 b. Months 3	
6. Home Address (Street, City, State and ZIP Code) (optional)		7. Phone Numbers (include area code)		8. Position Title		9. Position Level (X one)		10. Pay Plan / Series / Grade / Step (Rank/MOS/AFSC/for Navy Designator)	
123 Loomis Ave. Poduck, IL 12345-6789		a. Home 217-528-5689 b. Office [REDACTED]		Secretary		<input type="radio"/> a. Executive <input type="radio"/> b. Manager <input type="radio"/> c. Supervisory <input checked="" type="radio"/> d. Non-Supervisory		GS-0318-03	
11. Organization Name		12. Organization Mailing Address (include ZIP)		13. Organization UIC		14. Type of Appointment		15. No. Prior non-government training days	
HRO		1301 N. MacArthur Blvd. Springfield, IL 62702-2399		<input type="radio"/> Yes <input checked="" type="radio"/> No					
Section B - TRAINING COURSE DATA									
17. Course Title PERSONNEL MANAGEMENT (HRR-011/Class 003)									
18. Training Objectives (Benefits to be derived by the Government)									
"SEE INSTRUCTIONS"									
19. Recommended Training Source, School or Facility									
a. Name PROFESSIONAL EDUCATION CENTER									
b. Mailing address (include ZIP)									
Camp Robinson Little Rock, AR 47203-2333									
Phone # (Commercial Vendor)									
c. Location of training site (if other than 19b)									
SEE INSTRUCTIONS									
20. Course Codes									
a. Purpose		f. Security Clearance		k. Training Program		21. Course hours (4 digits)		22. Course Identifiers	
b. Type		g. Allocation Status		l. Reason for Selection		a. Duty 40		a. SAID	
c. Source		h. Priority		23. Training Period (YYYYMMDD)		b. Non-duty		b. Catalog / Course No. HRR-011	
d. Special Interest		i. Training Level		a. Start 20030525		c. TOTAL 40		c. Offering / TLN	
e. Training Vendor		j. Method of Training		b. Complete 20030529					
Section C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)									
24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box <input type="radio"/>									
25. Direct Costs		26. Indirect Costs (For information only)		27. Accounting Classification					
a. Tuition cost \$2000.00		a. Travel cost		AIR FUND citation only					
b. Books, material, other costs		b. Per diem/other costs							
c. Total direct costs \$2000.00		c. Total indirect costs							
d. Funding source		28. Labor Costs		29. Signature of Fiscal Officer (Follow local procedure)					
31. Job Order No.				30. Total of Direct & Indirect Costs \$2000.00					
Section D - APPROVAL / CONCURRENCE / CERTIFICATION									
32. Supervisor: I certify training is job related and nominee meets prerequisites. (if not, attach invoice.)									
a. Typed Name (Last, First, Middle Initial)		b. Phone number (include area code)		33. Training Officer: I certify this training meets regulatory requirements.		a. Typed Name (Last, First, Middle Initial)		b. Phone number (include area code)	
I. M. BOSS		217-761-1212				I. M. EDS		217-761-3541	
c. Signature & Title		d. Date		c. Signature & Title		d. Date			
34. Authorizing Official									
a. Action (X one)		<input checked="" type="radio"/> (1) Approved <input type="radio"/> (2) Disapproved		35. Course Acceptance (To be completed by school official)		<input type="radio"/> a. Accepted <input type="radio"/> b. Not Accepted		c. School Official Signature	
b. Typed Name (Last, First, Middle Initial)		c. Phone number (include area code)		36. Course Completion (To be completed by school official)		<input type="radio"/> a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. <input type="radio"/> b. Actual Completion Date (YYYYMMDD)		c. Grade	
I. M. SPMS		217-761-3514							
d. Signature & Title		e. Date		d. Signature & Title		e. Date			
37. Billing instructions (Identify discount terms. Furnish original invoice and 3 copies to: % days.)									
38. Certifying Government Official									
a. I certify that this account is correct and proper for payment in the amount of: \$									
b. Signature									
c. Date Signed									
d. DSSN Number									
e. Check Number									
f. Voucher Number									
TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.									

Individual Development Plan
(example)

ILLINOIS NATIONAL GUARD
INDIVIDUAL DEVELOPMENT PLAN

SEE TFP 410 FOR COMPLETION INSTRUCTIONS AND REVERSE SIDE OF FORM FOR SPECIAL CODES								
PERSONAL DATA	1. NAME: <u>Brown, James</u> 2. SSN: <u>123-45-6789</u> 3. POSITION/GRADE: <u>WG-5823-08/ Auto Worker</u>							
	4. ORGANIZATION: <u>OMS 11</u> 5. PLAN DATE: <u>7 Feb 04</u> 6. REVIEW DATE: <u>Future date</u>							
CAREER OBJECTIVES	7. SHORT TERM GOALS: <u>To become totally qualified in my position</u>							
	8. LONG TERM GOALS: <u>To become the shop chief</u>							
TRAINING PLAN	AREAS OF CONSIDERATION: SELF-DEVELOPMENT, TASK ORIENTED, PERSONAL DEVELOPMENT, SUPVR/MANAGER, MILITARY EDUC.							
	9. PC	10. TNG CDE	11. COURSE TITLE	12. DATE	13. SOURCE	14. LOCATION	15. LENGTH	16. PROJ/COMP DATE
	1	TO	Technician hired as WG-07 must complete 6 months OJT to WG-08	7 Feb 04	OJT	NA	6 months	7 Aug 04
	1	PD	OMS/UTES - Technician	11 Feb 04	PEC	N. Little Rock, AR	2 weeks	5 May 04
	2	SD	U.S. Government	11 Feb 04	ISU	Normal, IL	16 weeks	10 May